



PIONEER LEARNING TRUST

Pursuing Excellence and Equity

Application Pack Facilities Maintenance Assistant at Lakeview School

Dear Applicant

Thank you for your interest in the position of Facilities Maintenance Assistant at Lakeview School. I am thrilled that this exciting opportunity has arisen to join our team and play a key role in keeping our school safe, secure, functional and running smoothly every day.

Established in 2019, Pioneer Learning Trust is a group of seven academies across Luton and Bedford, of which Lakeview is a proud member. As a Trust, we benefit from a rich network of expertise, including Southfield Primary Academy's Attendance and Behaviour Hub under the DfE's RISE Programme, alongside deep partnership links with the Chiltern Teaching School Hub and Chiltern Training Group for exceptional CPD and shared working.

At Lakeview School, our vision aligns with the Trust's core mission to relentlessly pursue excellence and equity across our family of schools, where values-based leadership places children at the heart of everything we do. We use the shared expertise of our extensive team to create an environment where every child and staff member is enabled to succeed.

We are looking to recruit a proactive, reliable and practical Facilities Maintenance Assistant to join our operations team. In this role you will play a vital part in maintaining our

facilities to the highest standards. Your key responsibilities will include carrying out day-to-day general maintenance, minor repairs, routine safety checks and ensuring our school remains clean and safe for our children.

This role is an exciting opportunity for a dependable person who takes pride in their work and hold high personal standards. We are looking for an individual who deeply shares our values, possesses excellent communication skills and thrives in a collaborative, fast-paced school environment.

We look forward to receiving your application!

Yours faithfully

Lisa Phee
Head of School



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About the Role

Responsible to the School Business Manager, and under the general direction of the Head of School, ensure the safety, security, and general maintenance of the school grounds and facilities to support a safe and operational learning environment.

Job Purpose

As a key member of the school's operational team and under the direction of the Trust Premises Team, School Business Manager and Head of School, the ideal candidate will ensure a safe, compliant, secure and well-maintained environment, conducive to learning. You will take pride in keeping our buildings and grounds in top condition, communicate effectively across the school, work collaboratively as part of a dedicated site team and approach all practical tasks with a proactive, "can-do" attitude.

We are looking for:

- A reliable individual who demonstrates high standards of personal integrity, discretion and professionalism while maintaining a safe, compliant, secure and well-kept environment.
- A strong communicator with the ability to form positive, constructive relationships with children, school staff and other stakeholders.
- A proactive team player capable of actively managing daily maintenance tasks, responding swiftly to site needs and adapting to the dynamic daily needs of the school day.
- A safety-minded professional who will strictly adhere to Safeguarding, Child Protection, GDPR and Health & Safety regulations.
- An engaged team member with prior experience in general maintenance, caretaking or trades, and/or a willingness to undertake relevant site and safety training e.g. First Aid, COSHH, Legionella.

What we offer

In return, we can offer you a rewarding working environment within a caring school community. Benefits include:

- A competitive salary and access to the Local Government Pension Scheme with significant employer contributions.
- A friendly, inclusive and supportive working environment with talented, dedicated colleagues.
- Comprehensive induction, probation support and wider career development opportunities across a growing Multi-Academy Trust.
- An Employee Assistance Programme

Safer Recruitment & Safeguarding

Lakeview School and Pioneer Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow robust safer recruitment processes, including online searches, during all recruitment.

The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) certificate and checks of the relevant barred list/prohibition lists. This post is exempt from the Rehabilitation of Offenders Act 1974.



It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

CVs will not be accepted for any posts based in schools.

Equal Opportunities

We are an equal opportunities employer and welcome applications from candidates of all ages, backgrounds and those with disabilities.

Our Trust and School Vision & Values

Pursuing Excellence and Equity

We are a primary focused Trust specialising in curriculum, pedagogy and practice. Our vision is to provide our children with an outstanding quality of education through continuous review and improvement in order to achieve our mission of all children having an equal opportunity to achieve a successful future in education and work.

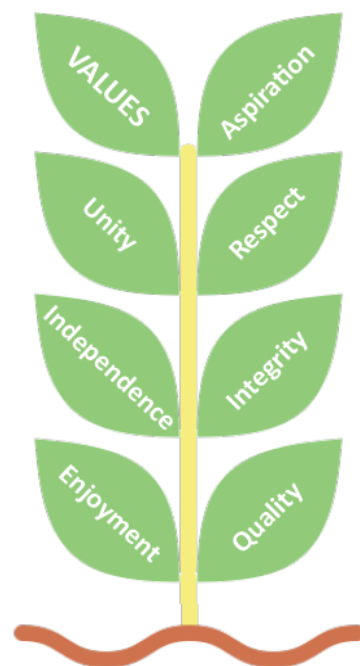
A Values-Based Trust

Our Trust academies work collaboratively with our shared values. We are focused on partnership in the pursuit of excellence and equity for all children through our shared vision:

- A curriculum designed for our children
- Collaborate, innovate and reciprocal practice
- Relentless pursuit of excellence for all
- Safe and inclusive learning environment
- Inspiring children to love learning
- Broaden horizons through opportunities
- Maintain each school's unique identity
- An open culture of challenge, support and growth
- Recruit, train and retain high quality staff

The Pioneer Promise – Opportunities for our Children

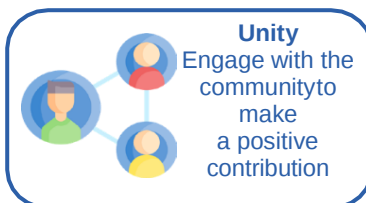
In the realisation of our vision and in pursuit of excellence and equity, our schools each commit to The Pioneer Promise. We are absolutely passionate about our children developing a love of reading, a passion for maths and a thirst for knowledge of the world around them, but we also want our children's school days to be filled with memories of their friendships and experiences. Our promise is that we will fill our children's school years with opportunities to be inspired and challenged, to experience excitement and adventure, to broaden their horizons, and to learn about people, community and the wider world beyond their classroom.



Aspiration
Take part in employment based skills activities



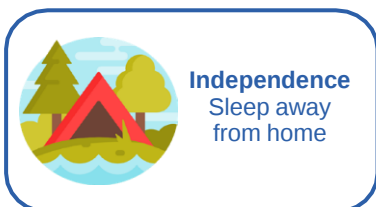
Respect
Experience other cultures in working with a range of people



Unity
Engage with the community to make a positive contribution



Integrity
Contribute to sustainability goals and become global citizens



Independence
Sleep away from home



Quality
Perform for an audience or represent their school at events



Enjoyment
Participate in a range of outdoor and adventurous activities



Job Description

Job title	Facilities Maintenance Assistant
Required	September 2026
Location	Lakeview School, Wixams MK42 6BH
Salary Range	NJC Point 6-8, £17,840.00 - £18,415.00 Annually (Actual)
Hours	25 hours per week, 52 weeks a year Monday to Friday 7:00am to 12:00pm

Job Purpose

As a key member of the school's operational team and under the direction of the Trust Premises Team, School Business Manager and Head of School, the ideal candidate will ensure a safe, compliant, secure and well-maintained environment, conducive to learning. You will take pride in keeping our buildings and grounds in top condition, communicate effectively across the school, work collaboratively as part of a dedicated site team and approach all practical tasks with a proactive, "can-do" attitude.

Key accountabilities

1. Principal Responsibilities

- a) Undertake the opening and closing of the school site and maintain site security procedures.
- b) Undertake general maintenance repairs, decorating and grounds upkeep.
- c) Operate systems such as heating, lighting, ventilation etc.
- d) Complete various mandatory health & safety checks including those related to fire and security systems, COSHH, water hygiene, electric, gas etc.
- e) Efficiently action and complete maintenance tickets logged through Smartlog in a timely manner, escalating complex issues or reporting major faults when necessary.
- f) Be proactive and enthusiastic in undertaking training to improve and enhance skills.

2. Principle Accountabilities

- a) Ensure that the site is secure, including during out of school hours and take remedial action, if required.
- b) Act as a designated key holder for school, as directed.
- c) Report any breaches of security to the Trust Facilities Team, School Business Manager and Head of School and ensure that any resultant damage is resolved promptly.
- d) Prevent unauthorised/unsafe parking on school sites.
- e) Provide access to premises and arrange emergency repairs out of school hours, as required.
- f) Remove snow and other obstructions from main entrances, steps, paths, car parks etc. and maintain adequate stocks of salt and sand.
- g) Notify the School Business Manager where there is a pest or vermin problem and deal with the issue, as directed.

- h) Operate and regularly check systems such as heating, cooling, lighting, fire and security to ensure that the premises are at operating at optimum levels.
- i) Undertake general repairs and maintenance tasks of the buildings and site as requested by the Head of School, School Business Manager or Trust Premises Team.
- j) Undertake risk assessments before commencing any works.
- k) Liaise with the School Business Manager and Trust Premises Team to ensure regular maintenance and safety checks are carried out as per the annual maintenance schedule.
- l) Undertake regular health and safety checks of buildings, grounds, fixtures and fittings and equipment (including compliance with fire safety regulations), in line with schedules.
- m) Under the direction of the School Business Manager and Trust Premises Team, keep up to date records of daily, weekly and monthly mandatory health and safety checks.
- n) Perform duties in line with health and safety and COSHH regulations and take appropriate action where hazards are identified. Report serious hazards to the School Business Manager, Head of School or Trust Premises Team immediately.
- o) Assist the School Business Manager, Head of School or Trust Premises Team with the operation of the school alarm systems, fire evacuation and lockdown in-vacuation procedures.
- p) Oversee external contractors whilst on site, checking that work has been completed to required standards.
- q) Assist with the maintenance and upkeep of grounds to always maintain a high standard. Perform regular litter picking on school grounds to maintain a litter free environment.
- r) Empty site waste bins regularly. Collect and assemble waste ready for collection.
- s) Provide an effective portorage facility, operating agreed procedures for receiving, recording and directing all deliveries. Undertake the moving of furniture and equipment within school, as required.
- t) Working collaboratively with the School Business Manager, maintain and update the asset register.
- u) Assist with the setup of equipment and furniture for school events.
- v) Assist as required with the supervision of various school and community letting events which may also be held during the evening and weekends.
- w) Undertake emergency cleaning and removal of graffiti.
- x) Ensure that the school buildings and site are clean, accessible and meet set hygiene standards. Supervise and monitor the work of the contracted cleaners on a day-to-day basis and report any identified problems to the School Business Manager, cleaning supervisor or person of contact.
- y) Monitor cleaning stock supplies and submit requisitions for processing to the School Business Manager.
- z) Operate and store allocated equipment, tools and chemicals safely and securely.
- aa) Oversee deep-cleaning and maintenance programmes during school closure periods.
- bb) Comply with environmentally friendly practices and policies within the Trust, including energy conservation and recycling.

2. Additional Duties & Professional Standards

- a) Act with professionalism, integrity and absolute confidentiality at all times, upholding the overall

ethos, work, and aims of the School and Trust.

- b) Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and professional standards.
- c) Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community and external agencies.
- d) Undertake duties in line with the Trust's policy on equality, acting as an exemplar, remaining sensitive to the needs of the disadvantaged and promoting a harmonious working environment.
- e) Comply with any reasonable request to undertake work not specified in this job description which is commensurate with the post holder's salary grade, abilities and aptitudes.

Person Specification

Job Title: Facilities Maintenance Assistant	Essential (E) Desirable (D)	Application Form (AF) Interview (I) Certificates (C) References (R)
Requirements		
Qualifications & Experience		
Able to undertake all areas of work detailed within the job description.	E	AF, I, C
Able to competently undertake general repairs and maintenance tasks.	E	AF, I
Possess a trade qualification e.g. plumbing, electrics, carpentry, plastering etc.	D	AF, I, C
Practical experience of Health & Safety	D	AF, I
Personal Attributes & Values		
Enthusiastic, motivated maintenance professional with a positive 'can do' attitude.	E	AF, I
Professional, friendly & flexible approach to working hours.	E	AF, I
Hard working with strong personal drive and willingness to get things done.	E	AF, I, R
Punctual with good attendance records.	E	AF, I, R
A willingness to contribute to the wider life of the Trust.	E	AF, I
A willingness to attend training and improve and enhance skill set.	E	AF, I
Dedicated and passionate about delivering the best for customers.	E	AF, I
Good interpersonal skills, including the ability to work as a team member but also having self- motivation when working independently	E	AF, I
Empathy with staff, students & educational values	E	AF, I
A commitment to the safeguarding of children	E	AF, I
Absolute commitment to maintaining confidentiality, professional boundaries and values of the School and Trust	E	AF, I
A positive, welcoming demeanour that projects a professional impression of the School and Trust	E	AF, I, R
A flexible attitude, willing to support school events and adapt to changing school needs and workloads	E	AF, I, R
A willingness to take on additional training, particularly 1st aid qualification	E	AF, I
Commitment to Health and Safety	E	I
Possess a full, clean driving licence	D	AF, I

How to apply

Visits to the school are welcomed. For an informal discussion, to book a tour or further information about the role, please telephone our School Business Manager, Jo Shillington, on **01234 741653**. Alternatively, email her at **jshillington@pioneerlearningtrust.co.uk**